

EMPLOYMENT DEVELOPMENT DEPARTMENT

CEA



CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.
IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITION TITLE: DEPUTY DIRECTOR, DISABILITY INSURANCE
BRANCH

LEVEL: CEA 3 \$8030 - \$8854

FINAL FILING DATE: June 17, 2005

DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Directorate, Employment Development Department (EDD), the Deputy Director, provides oversight and policy direction to the Disability Insurance (DI) Branch. The DI Branch administers a partial wage replacement program that is mandatory for most California workers who are unable to work due to non-job-related illness, injury, or pregnancy. The Deputy Director develops and implements statewide policy and procedures for the DI program; and plans, facilitates, and implements the delivery of DI services through the statewide field offices that includes the Paid Family Leave program, the State Disability Insurance program, the Nonindustrial Disability Insurance program for state employees, and the Disability Insurance Elective Coverage program for self-employed individuals.

As a member of the EDD's Executive staff, the incumbent serves as the principal policy advisor to the Director and Chief Deputy Director regarding the DI program. The Deputy Director consults, meets, and collaborates with executive levels of industry, labor, state and local government, and the medical profession in matters related to the DI program.

FILING INSTRUCTIONS:

All applicants must submit an **Examination Application (STD 678)** and **Statement of Qualifications (SOQ)** postmarked no later than the final filing date to:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: Diane Joseph
P.O. Box 826880
Sacramento, CA 94280-0001

Applications may be obtained from the State Personnel Board's web site at <http://www.spb.ca.gov>. **Applications submitted without a SOQ will be eliminated from the examination process.** The SOQ should be one, but no more than two pages in length, and is a separate discussion from the application and/or resume. The SOQ should include a discussion describing how the applicant's education, experience, knowledge, skills, and abilities relate to the qualifications for this position. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted. All inquiries regarding this examination should be directed to Diane Joseph at (916) 653-8456.

C o n t i n u e d o n R e v e r s e

May 13, 2005

EXAMINATION INFORMATION:

The examination process will consist of an evaluation of applications and SOQs to assess education and experience as it relates to the minimum and desirable qualifications listed below. A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The results of this examination will be used solely to fill the position of Deputy Director, Disability Insurance Branch.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications by the final filing date:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.

And

Have the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating teams; techniques for continuous process improvement and maintaining quality customer service; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; labor agreements; and an administrator's role in the equal employment opportunity program.

Ability to plan, organize and facilitate the work of multidisciplinary and multicultural professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively contribute to the Department's equal employment opportunity program; and effectively carry out administrative and personnel management responsibilities under SPB/DPA rules and labor agreements.

Knowledge and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer, in State service, other government settings, or in a private organization):

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

DESIRABLE QUALIFICATIONS:

1. Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership and initiative at all levels, and use sound judgment in managing complex and varied programs.
2. Experience in the management and administration of a statewide program with extensive field operations.
3. Demonstrated capacity to work cooperatively and promote partnerships with control agencies, Labor and Workforce Development Agency, Legislature, federal agencies, and the vendor community.
4. Ability to coordinate policy decisions with multiple organizations affecting the service delivery systems of major programs.
5. Familiarity with EDD's major programs including Unemployment Insurance, Job Service, Disability Insurance, Employer Tax, Employment and Training, and Workforce Development.
6. Demonstrated knowledge of both State and Federal funding procedures, including experience developing State budget proposals.
7. Demonstrated capacity to make high-level decisions on a variety of challenges in a fast-paced and changing environment.
8. Familiarity with the department's major automated systems.
9. Knowledge of principles and practices of organization, fiscal and human resource management, the legislative process, and the Department's equal employment opportunity program.